



# Certificate of Internship Participation

Mr. / Ms. \_\_\_\_\_

Born on \_\_\_\_\_ in \_\_\_\_\_ was involved in the practical internship as a student trainee from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_

**Place/Lab and Job Description**

**Number of Weeks**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

A. Evaluation on student (10-point scale, 10 as excellent and 1 as poor)

Leadership: \_\_\_\_\_ Competency: \_\_\_\_\_ Industriousness: \_\_\_\_\_ Social etiquette: \_\_\_\_\_, Relationship skills: \_\_\_\_\_ Professional knowledge \_\_\_\_\_ Overall Performance: \_\_\_\_\_

B. Number of days on leave during employment: \_\_\_\_\_,  
\_\_\_\_\_ vacation days, \_\_\_\_\_ sick day, \_\_\_\_\_ other days of absence.

C. **Special Comments** (Please use separate sheet if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature and Company Stamp)

主管簽名 (rank & authority)

(Place) (Date)

\_\_\_\_\_  
(Student Signature) 學生簽名

(Place) (Date) (program year)

## Preparation of the certificate:

For school's record, you might want to make two copies, one for registration office and the other for your own record. The company's official stamp is essential; it should include company's full name, address, contact phone number, (Webpage), and the person/advisor's signature. Do not leave the "special comments session" for blank.